

Resort Village of Shields

Golf Committee

Terms of Reference

Golf Committee

Purpose:

The golf committee shall be responsible for:

- a) 1. The golf committee works closely with the Operations Manager in providing recommendations regarding golf course improvements.
- b) 2. The Golf Committee will work with the Operations Manager to prepare an annual operating budget along with fee recommendations.
- c) 3. Fundraising and annual event planning and execution.
- d) 4. Delivering golf programs (Men's and Women's Night).

Governance:

The golf committee shall be responsible to the Parks, Culture and Recreation Board. Committee Chair or delegate is deemed to be the representative on the Park, Culture and Recreation Board. The representative provides guidance and communication link to Parks, Culture and Recreation Board. Council representatives will attend the meeting but does not vote nor are they counted as part of members attending the meeting.

Members:

- a) The committee shall be comprised of seven members and one council representative. Committee members shall be current season pass holders with at least 70% of the members Shields residents.
- b) The Board shall recommend to Council the committee members for a term of 2 years. At the end of the two-year term, if there are no new volunteers wishing to join the Committee, the term of the committee member may be extended on an annual basis. No more than 3 new members per year will be considered unless there are vacancies.
- c) The committee chair and Co-Chair must be a resident of Shields.
- d) The Mayor shall be an ex-officio member of the Committee.

Functions:

1. All capital expenditures shall include a review by the Operations Manager and shall be submitted to the Board for the recommendation of Council approval and shall be paid by the Administrator.
2. Organize and run annual golf tournaments.
3. Work with the Operations Manager to prepare annual budget for operations of the golf course including recommendations concerning fee structure. Submit this budget to the board prior to March 1 of each year for consideration by Council.
4. Any golf course capital improvements including, but not limited to tee boxes, greens, or fairways shall be reviewed by the Operations Manager and submitted to the Board before March 1 for consideration in the following year's budget. Any improvements shall be fully costed, and a full comprehensive needs assessment completed in written form before March

Resort Village of Shields
Golf Committee
Terms of Reference

1st. This applies to any project requiring capital expenditures or to any project changing the present use patterns or character of the golf course in any form.

5. Complete a mid-year review of budget versus actual expenditures. Report any issues identified to Council representative and the Board.

Meetings and Reports:

- a) The committee shall meet at least once prior to the opening of the golf season and then at least once every two months during the golf season.
- b) There must be a quorum present at each meeting. A quorum shall consist of at least 70% of the committee.
- c) Council representatives shall call the first meeting of the committee in any calendar year.
- d) At the first meeting of the calendar year, the chair of the committee shall be introduced or selected by a majority of committee members.
- e) The chair of the committee shall call meetings. Seven days' notice shall be given to all committee members prior to the meeting.
- f) Meetings shall be scheduled so that all committee members shall have a reasonable opportunity of attending each meeting.
- g) Members absent from all regular meetings during a period of 3 months in which at least 2 meetings are held may result in disqualification for the committee.
- h) Chair or delegate will submit report and minutes to Parks, Culture and Recreation Board.
- i) Chair or delegate will present report highlights at the Parks, Culture and Recreation Board.

Policies

- a) Any group requesting exclusive use of the golf course shall be aware that they shall be limited to a maximum block of four hours.
- b) Notice shall be posted at the golf course one week in advance for any exclusive tee off use of the golf course.
- c) The golf committee has authority to approve or not approve exclusive tee off use of golf course.
- d) There shall be no more than four hours in any 24-hour period when the golf course is being used by an exclusive tee off group.
- e) Exclusive tee off groups shall be responsible and liable for any damage to the golf course and for all personal injuries incurred while using the golf course.
- f) Adult season pass holder in good standing is defined as a person who has paid in full the prescribed season pass and is not presently under suspension.
- g) Junior seasons pass holder in good standing is defined as a person who on the 1st of May of the current year is 17 years of age or less and has paid in full the prescribed season pass fee and presently is not under suspension.
- h) Youth seasons pass holder in good standing is defined as a person who on the 1st of May of the current year is 10 years of age or less and has paid in full the prescribed season pass fee and presently is not under suspension.

Resort Village of Shields
Golf Committee
Terms of Reference

- i) Family season pass may include up to 2 spouses and immediate children under the age of 17 years on May 1st of the current year. Other children over the age of 17 years on May 1st of current year shall obtain adult season pass.
- j) The term of all classes of golf season passes shall run from Dec 31st to December 31st of following year.
- k) There will be no discounts or reimbursements of golf season pass fees once they are paid unless specifically authorized by golf committee.
- l) No person less than 12 years of age may play or travel the course unless accompanied by an adult who is taking full legal responsibility for the person under 12 years.
- m) Any person or persons who conduct themselves or threaten to conduct themselves in a manner detrimental to the best interest of the Resort Village of Shields may be denied admission to the golf course and denied use of the golf course.
- n) All power cart owners and operators while on the golf course shall be responsible for:
 - i) Insurance overage against all damage to the cart while on the golf course
 - ii) Any personal injury to the operator, passenger or third party regardless of cause
 - iii) Shall pay trackage fee and display card provided.
 - iv) Any player, person, or person once on the golf course assumes the liabilities of personal injuries by any means whatsoever and holds the Resort Village of Shields, its councilors and its golf committee totally blameless for any injury, damage, or legal action of any kind.
 - v) Unaccompanied minors must hold a minimum Class 7 Provincial Driver's License while operating a power cart on the Shields Golf Course.
- o) Reimbursement by Committee Members will be gathered, approved and submitted by the Chair to the village office with receipts and appropriate approved expense claim or claims attached.

Forms and Procedures

Information/Form	Located on Website	Master copy
Golf Course Rates	Golf Course	Chair Golf Committee
Booking and Tournament Information	Golf Course	Chair Golf Committee
Course Rental Agreement Form	Golf Course	Chair Golf Committee